



**TOWN OF FRAMINGHAM  
MASSACHUSETTS**

**RFP#17-029  
Posted 9/28/2016**

**NOTICE OF VACANCY  
September 28, 2016**

**POSITION:** Assistant Supervisor of Branch Services

**DEPARTMENT:** Library

**SALARY:** L-11 \$ 22.99 - \$29.23/hour; \$44,840- \$57,005 annual

**HOURS:** 37.5 hours per week, one evening and Friday/Saturday rotation required.

The Framingham Public Library, a recognized leader in collaborative programming with a 53,000 sq. ft. Downtown Main Library and a new 17,000 sq. ft. branch library, located 20 miles west of Boston seeks a dynamic and energetic Assistant Supervisor of Branch Services with the creativity, flexibility and enthusiasm for service to help the Library fulfill its mission as a premier community resource for free inquiry, creative enrichment, and lifelong learning.

**Organizational Scope:** Works under the direction of the Branch Librarian and the Director. Frequent contact with the public requires the exercise of tact, diplomacy and flexibility.

**Major Responsibilities:** Provides positive public service. Assumes duties of the Branch Librarian in his/her absence including organizing and supervising the management of the building and staff. Has responsibility to help resolve patron public service problems. Provides guidance, using print and automated resources, to patrons requesting information at the library. Working with the Supervisor of Information and Research Services and Branch Librarian, recommends materials for addition to the library reference collection, and assists in development and maintenance of that collection. Performs collection development duties as required. Stays current with online resources and technology related to reference services. Updates, retrieves and interprets data in the library's automated systems. In the absence of the Branch Librarian, has first-level of responsibility for resolution of patron public service problems, and oversees and handles facility and automated equipment. May participate in planning, setting up, and maintaining display of library materials. Generates custom reports to facilitate management of library collections or the patron database. Participates in writing and administering outreach, programming, and community services grant proposals. Maintains working knowledge of branch technology, including software and hardware. Troubleshoots and performs routine maintenance on the branch's technology in conjunction with the Branch Librarian and main library staff. Trains library staff and patrons on use of technology in meeting rooms and public service points. May participate in outreach activities. May manage programs held at the branch. Manages special projects as required. May prepare and lead book discussions. Performs other tasks as required.

**Job Qualifications:** Master's Degree in Library Science from an ALA accredited school.

- Minimum of two (2) years of progressively responsible library administrative experience, one (1) of which shall have been in a supervisory capacity is required.
- Knowledge of and interest in current technology, electronic resources, and devices.
- The ability to communicate effectively in both written and verbal form is required.

- A knowledge of the use of statistics and other business data, as applied to library analysis, and recent experience with the implementation and application of library automation are required.
- Ability to interact effectively with children of all ages is essential.
- Strong public service, organizational, computer, and public speaking skills.
- Supervisory experience; familiarity with collection development preferred.
- Ability to work under pressure.
- Tact, diplomacy, flexibility.
- Familiarity with Spanish or Portuguese desirable
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**Physical Requirements:** Must be capable of operating miscellaneous tools and office equipment relative to this position which shall include, but may not be limited to: computers, copiers, fax machines and calculators. Ability to move around the facility, walking, sitting, bending, climbing, kneeling, carrying and stooping; Ability to use hand and finger motion with enough manual dexterity to use computers and handle library items; Lift up to 40 pounds, or greater with assistance; and perform other efforts as identified with normal library work. Communicate effectively with others, orally and in writing.

**Work Environment:** Work is performed primarily in an office environment with normal office noise and traffic.

**Please visit our website:**

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**